Appendix D

Resource Advisor Training Guide

ABSS Software User Manual Version 1.0.1

March 26, 1999

Contents

Figures

Revision Sheet

Revision Number	Date	Brief Summary of Changes
1	8/10/98	Updated manual to coincide with Version 1.0.1 software
2	9/9/98	Addition of GAFS Download Reconciling Unresolved Documents
3	10/5/98	Updates from QA
4	11/19/98	Complied with changes from PMO, page D-III, as per CR of 11/9/98
5	11/26/98	Addition of new text referencing Access Points for Supplemental Files, Section 3.3.
6	12/29/98	Section 5, External Routing: replaced text for Section 5.0, 5.1.
7	01/27/99	Text revisions and additions from Test Manager to Section 10.1 thru 10.5 from Training Manager to Section 3.3, 4.0 and formatting changes thru out
8	02/08/99	Added Section 8.2 MART Validation
9	02/10/99	Added note to Section 10.2 Pseudo Document
10	02/18/99	Deleted 3 Xs from MART Table Figure 16; minor formatting and editing
11	03/04/99	Edit Section 8.2 Mart Validation for FSR and PSR
12	03/24/99	Edit Section 8.2 with new Mart Validation for CSI Fund Type C and add two new screen captures.
13	03/25/99	Correct figure numbers located in text in Section 8.2 per PMO Comments 3/25/99.
14	03/26/99	Corrected color figures to greyscale, figures 11, and 22, and updated figure 23.

COURSE OVERVIEW

The Resource Advisor Training Guide is used to conduct the second part of the Module Manager Training course. Resource Advisor training consists of hands-on and formal classroom training. The course includes the following topics:

- Resource Advisor Responsibilities
- Accessing Documents from the Approval Query Window
- Viewing the Document Information
- Viewing/Adding Notes
- Viewing Supplemental Files
- Viewing Approval Signatures
- Viewing Signature History
- Modifying the Accounting Classification
- External Routing
- Alternate Routing
- Matching Line Item to Accounting Line
- Approving Documents
- Disapproving Documents
- GAFS Download – Reconciling Unresolved Documents

1.0 The Resource Advisor Role

The Resource Advisor is responsible for budget and finance within an organization. In ABSS, the Resource Advisor ensures applied fund cite or accounting classification data is accurate and consistent with Air Force financial management system requirements.

2.0 Accessing a Document for Approval/Disapproval

Documents may be approved and disapproved from the **Approval Query** window (Figure 1). This window also allows modifications to the accounting classification data and access to both the **Supplemental Files** and **Transaction Notes** windows.

2.1 Accessing A Form In The Approval Query Window

1. Log in to ABSS using your ABSS **Username** and **Password**.
2. From the ABSS Main Menu window, select **Business**, then **Financial Transactions**.
3. Select **Process,** then **Approval** from the menu bar. The **Approval Query** window will appear. (When entering this window, you will be in an Enter Query Mode)
4. Enter query criteria for the form you wish to retrieve. Click the **Execute Query** icon (**F8**).

OR

4. Click the **Execute Query** icon (**F8**) to retrieve a complete list of submitted documents for your organization.
5. Scroll through the list of documents using the scroll bar to the left of the **Document Number** field.
6. Click any document row to select that document for processing.

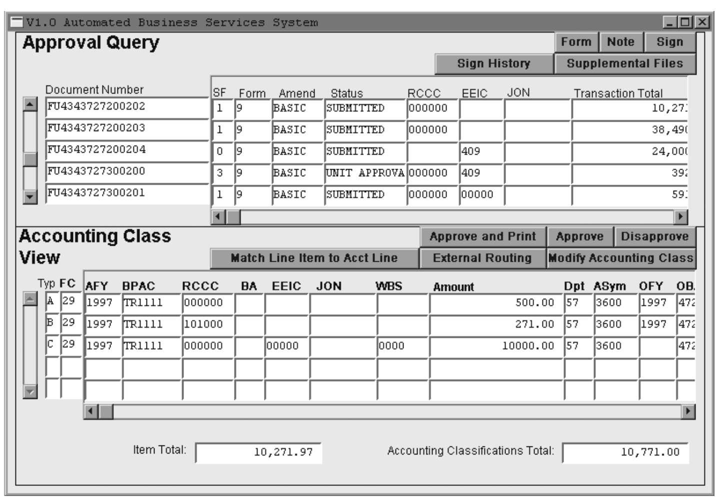

Figure 1. Approval Query Window

3.0 Viewing Document Information

3.1 Viewing Document Information

1. Click the **Form** button in the upper right corner of the **Approval Query** window (Figure 1). When the form window appears (Figure 2), it will be in View Only Mode and cannot be updated.
2. Click the function buttons to view **Supplemental Files, Line Items**, **Transaction Notes**, and **Accounting Classification Data.**
3. Click the **Exit** icon to return to the **Approval Query** window.

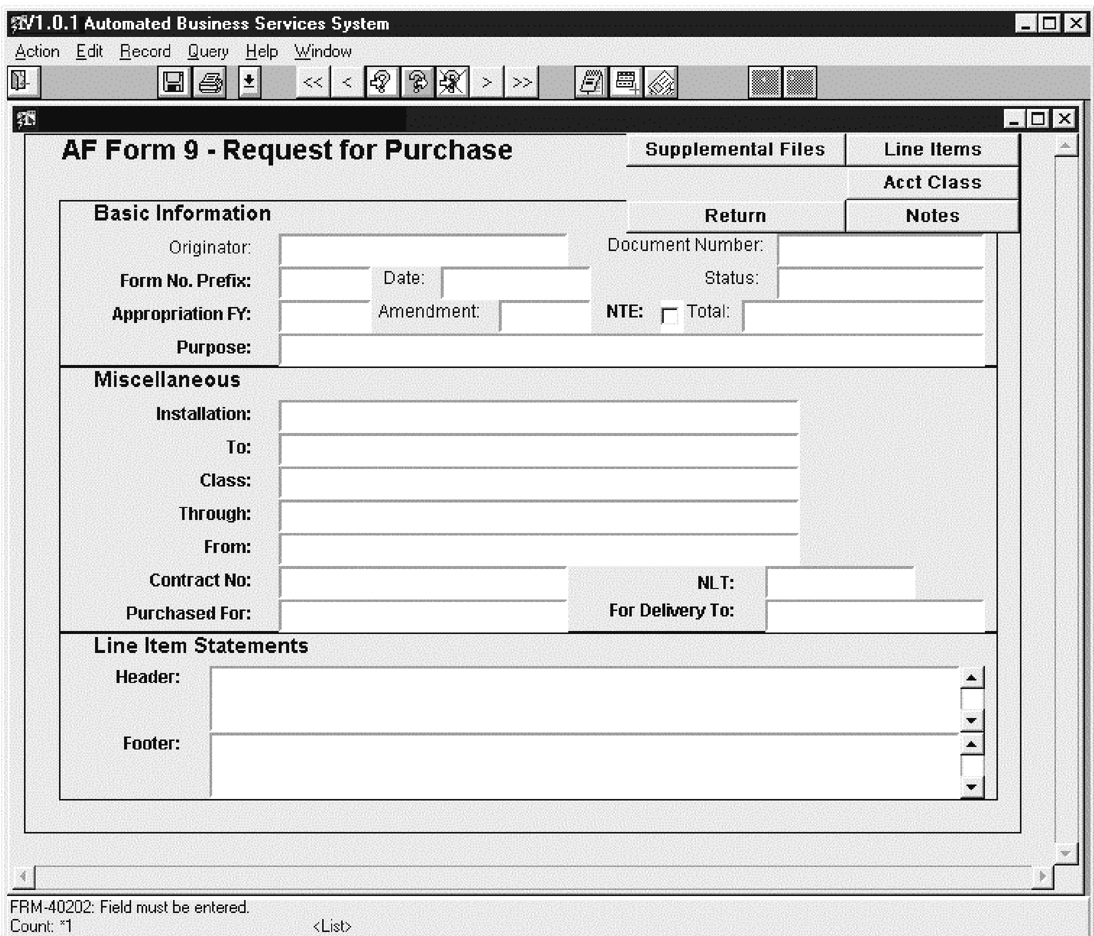

Figure 2. AF Form 9 View Only Mode Window

3.2 Viewing/Adding Transaction Notes

Transaction notes may be added to any form and viewed.

3.2.1 Adding Transaction Notes

1. Click the **Note** button in the **Approval Query** window (Figure 1) to access the **Transaction Notes** window (Figure 3).
2. Enter a subject in the **Subject** field. The name, title, phone, and date fields will be auto-populated.
3. Press **TAB** on the keyboard to move the cursor to the **Comments** field.
4. Enter comments or information about the form.

CAUTION: Notes are <u>permanently</u> affixed to the document. Once saved, notes may not be edited or deleted.

5. Click the **Save** icon (**F10**).
6. Click the **Return** button to return to the **Approval Query** window.

*NOTE: An entry in **Transaction Notes** <u>must</u> be made when a document is disapproved.*

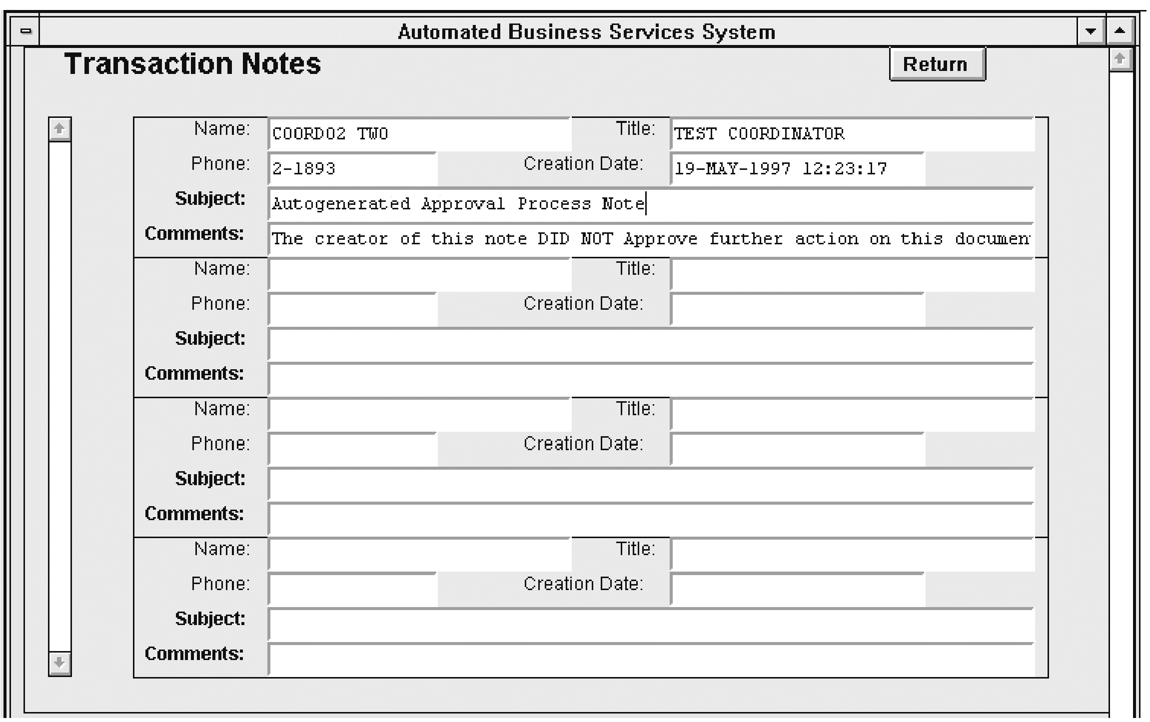

Figure 3. Transaction Notes Window

3.3 Viewing Supplemental Files

Supplemental files may be attached to documents in ABSS. An ABSS file attachment is also known in the ABSS software environment as an OLE object. To view supplemental files, access the **Supplemental Files** window.

3.3.1 Accessing the Supplemental Files Window

The three ways to access the **Supplemental Files** window are:

1. for the drafter, the initial data entry window for all forms
2. for all users with query capabilities, the **Query** window
3. for those users with approval roles, the **Approval Query** window

3.3.1.1 Data Entry

Supplemental file attachments can be viewed, added, and updated by the document drafter when in draft status by clicking on the **Supplemental Files** button.

Note: Documents are in draft status during initial form entry or when a document is disapproved back to the user.

3.3.1.2 Query

Supplemental files processing can be entered directly or indirectly form the **Query** window.

To enter supplemental files directly:

1. Query a document.
2. Click the **Supplemental Files** button from the **Query** window.

Note: Users can view OLE contents through the associated program. OLE activation allows editing OLE data objects.

Note: Changes cannot be saved to the database.

To enter supplemental files indirectly:

1. Query a document
2. Click the **Form** button.
3. Click the **Supplemental Files** button on the initial data entry window of the form.

Note: Users can only see a list of supplemental file attachments and can not view the contents.

3.3.1.3 Approval Query

Supplemental files can be viewed and saved by clicking the **Supplemental Files** button that is in the **Approval Query** window (Figure 4) or in the form's initial data entry window.

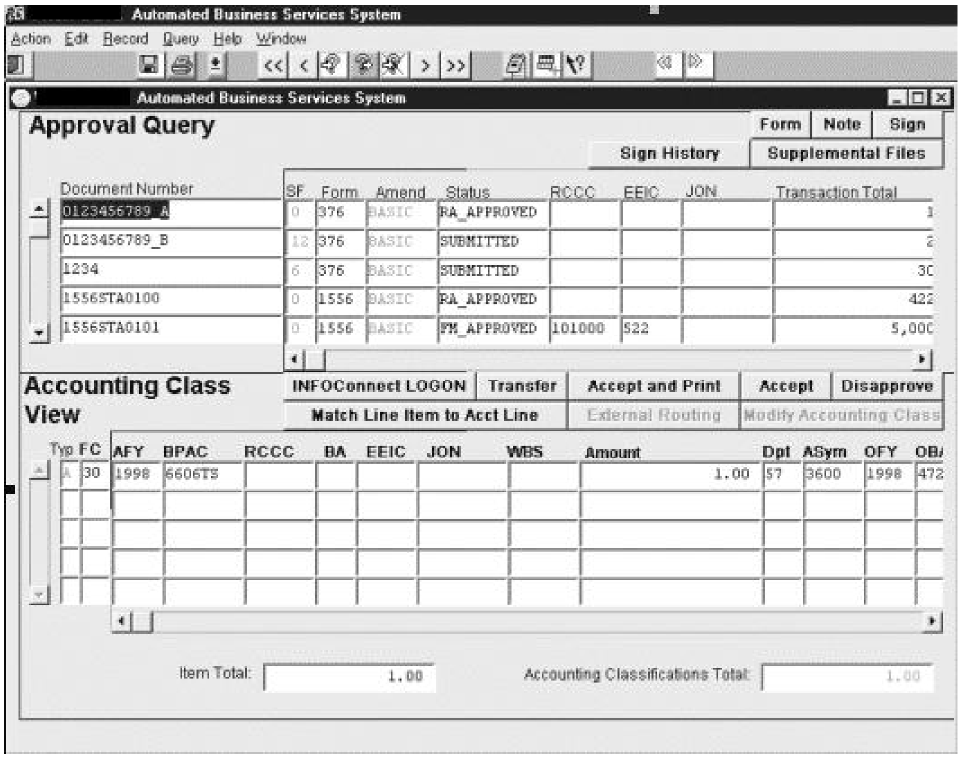

Figure 4. Approval Query Window

3.3.2 Viewing Supplemental Files

1. Click the **Supplemental Files** button in the upper right corner of the **Approval Query** window (Figure 4).
2. When the **Supplemental Files** window appears (Figure 5), double click the file icon in the **File Data** field to access the supplemental file.
3. Close the file to return to the **Supplemental Files** window.
4. Click the **Return** button to return to the **Approval Query** window.

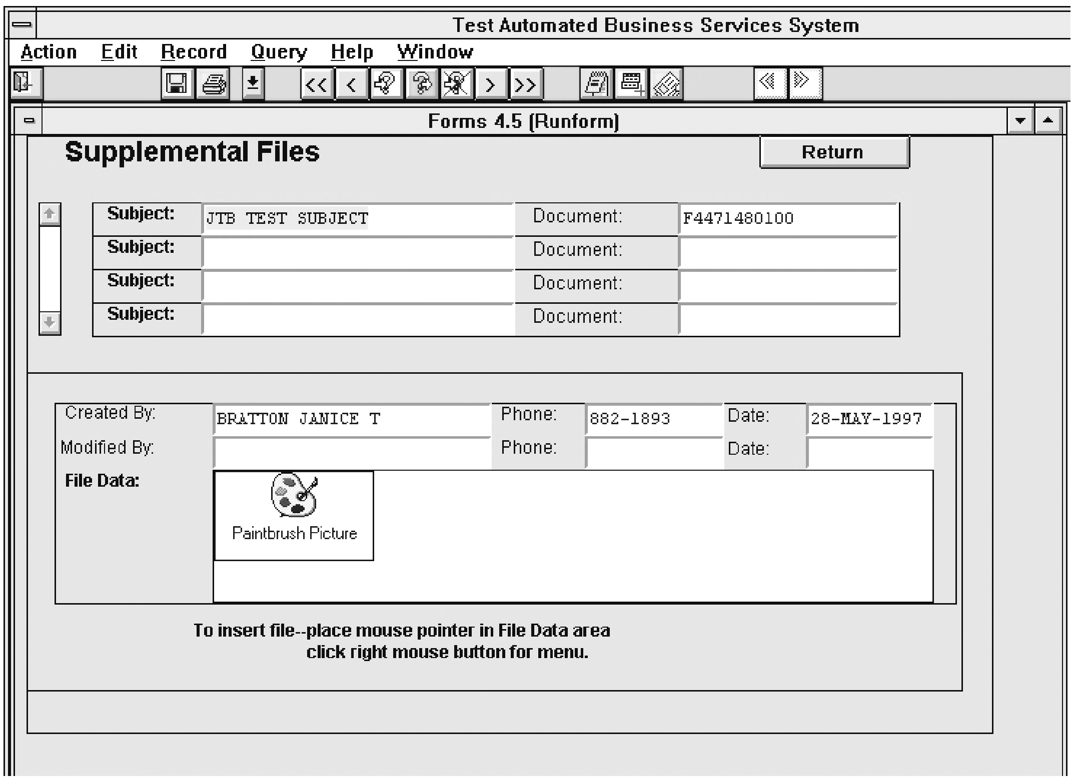

Figure 5. Supplemental Files Window

3.4 Viewing Approval Signatures

Access the **Signature Block** sub-window (Figure 6) from the **Approval Query** window for the document.

3.4.1 Viewing The Approving Signature Block Sub-window

1. Click the **Sign** button in the upper right corner of the **Approval Query** window (Figure 4).
2. The **Document Transaction/Signature Block** window will appear.
3. Scroll through the list of signatures using the scroll bar to the left on the **Signature Block** sub-window.
4. Click the **Return** button to return to the **Approval Query** window.

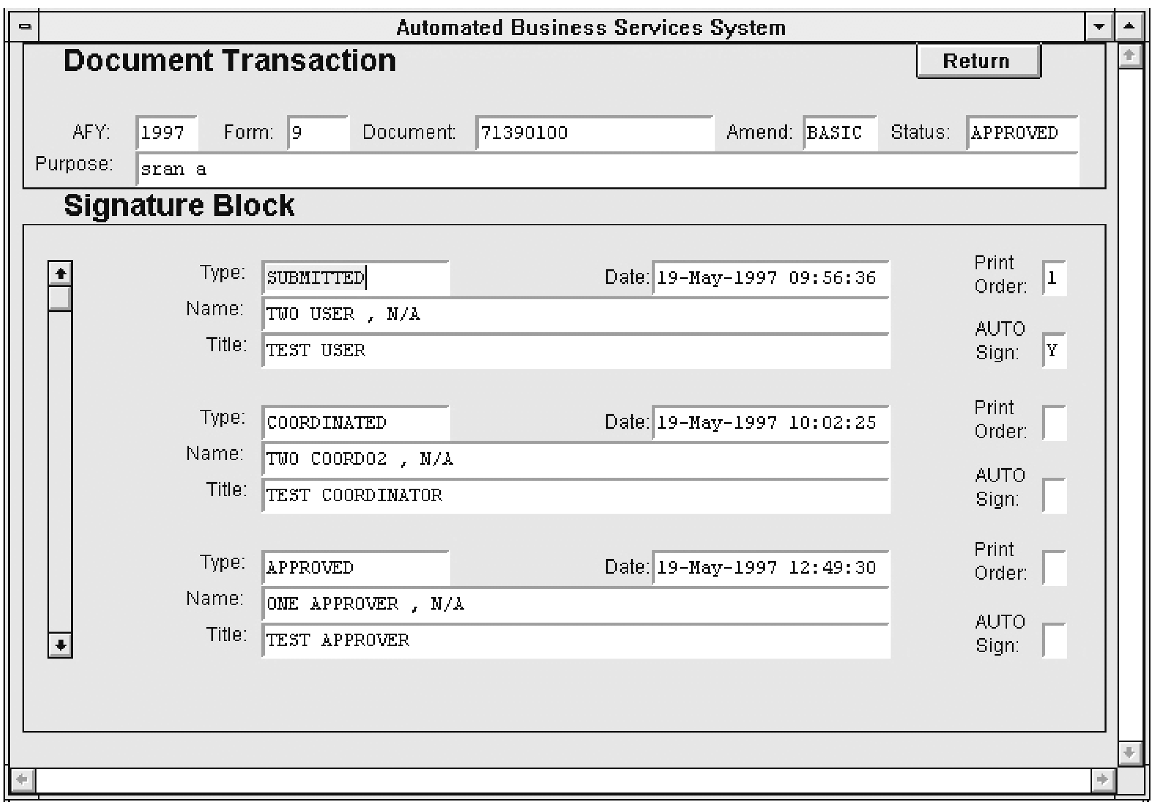

Figure 6. Signature Block Sub-window

Note: The approval flow assigned to the form is shown in the ***Signature Block*** *sub-window (Figure 6). The user can view the steps that the form has been approved through, the name and title of the approving official, and the date and time of approval.*

The number in the ***Print Order*** *field in the* ***Signature Block*** *sub-window designates the number of the signature block and the order of the signatures when printed on a hard copy of a form. The order that signatures are printed is also based on the form type.*

If the ***AUTO Sign*** *field contains a* ***"Y"*** *(yes), then "//**SIGNED**//" will be printed in the signature block designated by the value in the* ***Print Order*** *field.*

3.5 Viewing Signature History

From the **Approval Query** window you can access the signature history for a document. The **Signature History** window displays all approvals and disapprovals of the document since it was originally submitted.

3.5.1 Viewing the Document's Signature History Window

1. Click the **Sign History** button in the upper right-hand corner of the **Approval Query** window (Figure 4).
2. The **Document Transaction/Signature History** window will appear (Figure 7).
3. Scroll through the list of signatures using the scroll bar on the left of the **Signature History** sub-window.
4. Click the **Return** button to return to the **Approval Query** window.

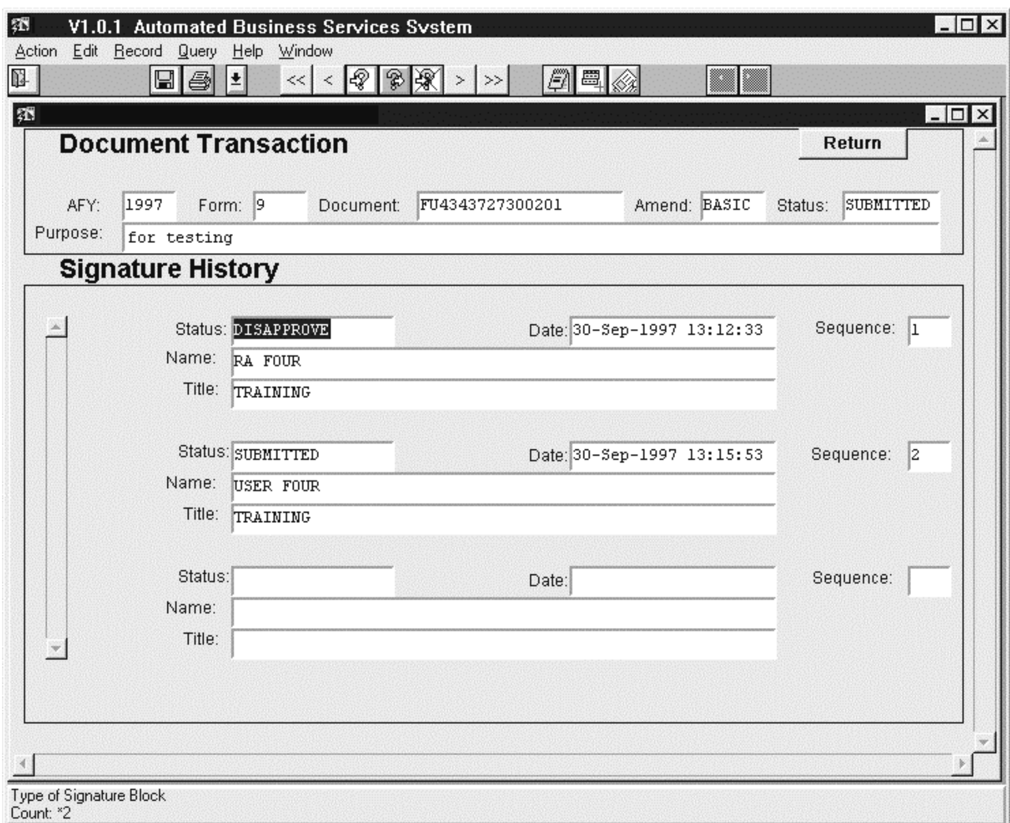

Figure 7. Signature History Sub-window

4.0 Modifying the Accounting Classification Information and Changing the Fund Type

Viewing or modifying a document's accounting classification information is accomplished from the **Approval Query** window. If the document's accounting classification information is changed, the Approving Official must enter a reason for change note and submit an e-mail regarding the change to at least one other individual in the document's authorization flow.

4.1 Modifying the Accounting Classification Information

1. To access the Accounting Classification form for a particular fund type, click the **Modify Accounting Class** button in the upper right corner of the **Accounting Class View** sub-window (Figure 4).
2. Select the current fund type by clicking the appropriate radio button in the **Fund Type Selection** window (Figure 8). The Accounting Classification Form for that fund type will be displayed (Figure 9).

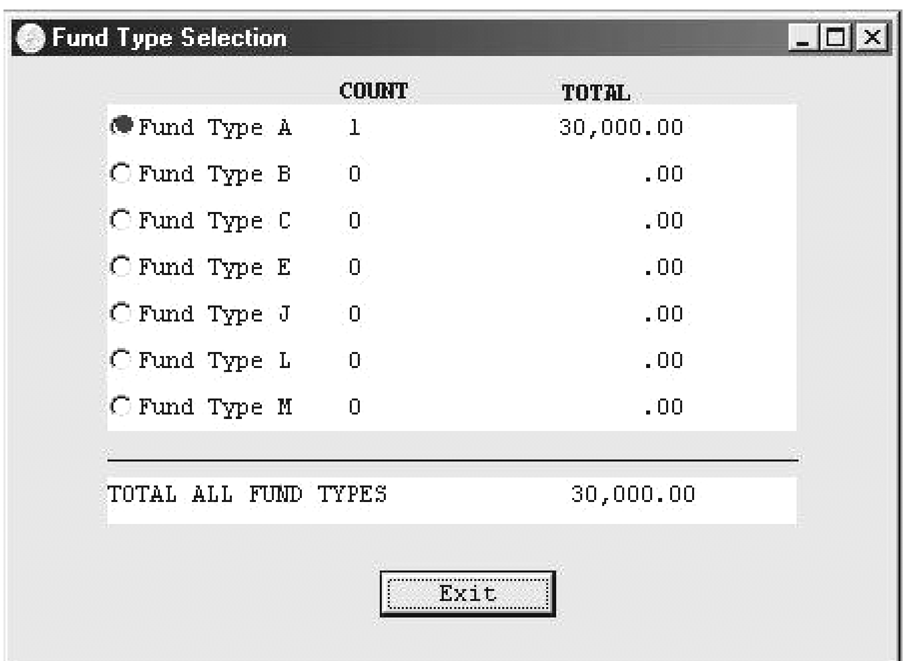

Figure 8. Fund Type Selection Window

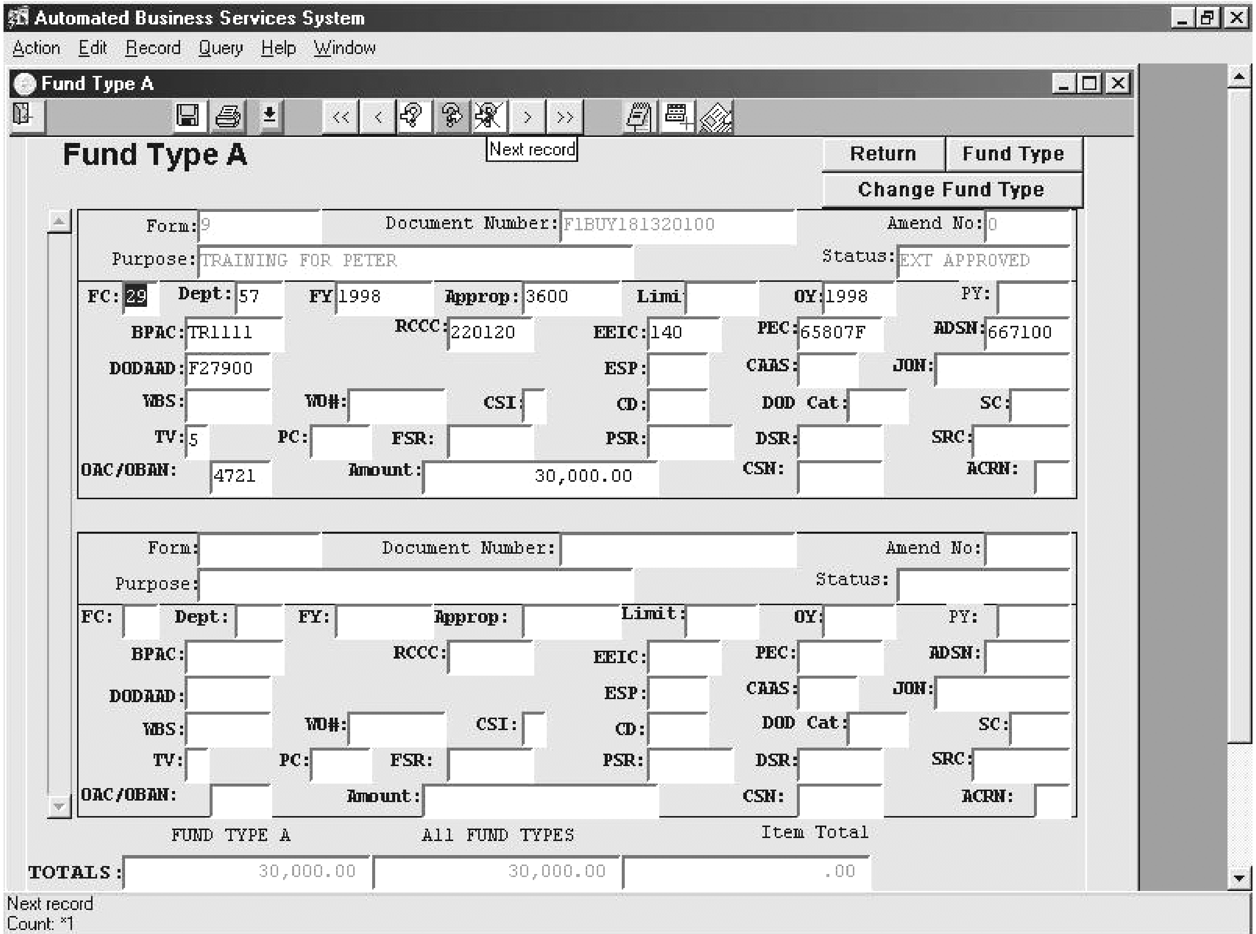

Figure 9. Accounting Classification Form (Fund Type A)

3. Modify the accounting classification information as necessary and click the **Save** icon (**F10**).

4. Enter a **Reason for Change** note when the **Change in Accounting Line** window (Figure 10) appears. Entering a note is **mandatory**.

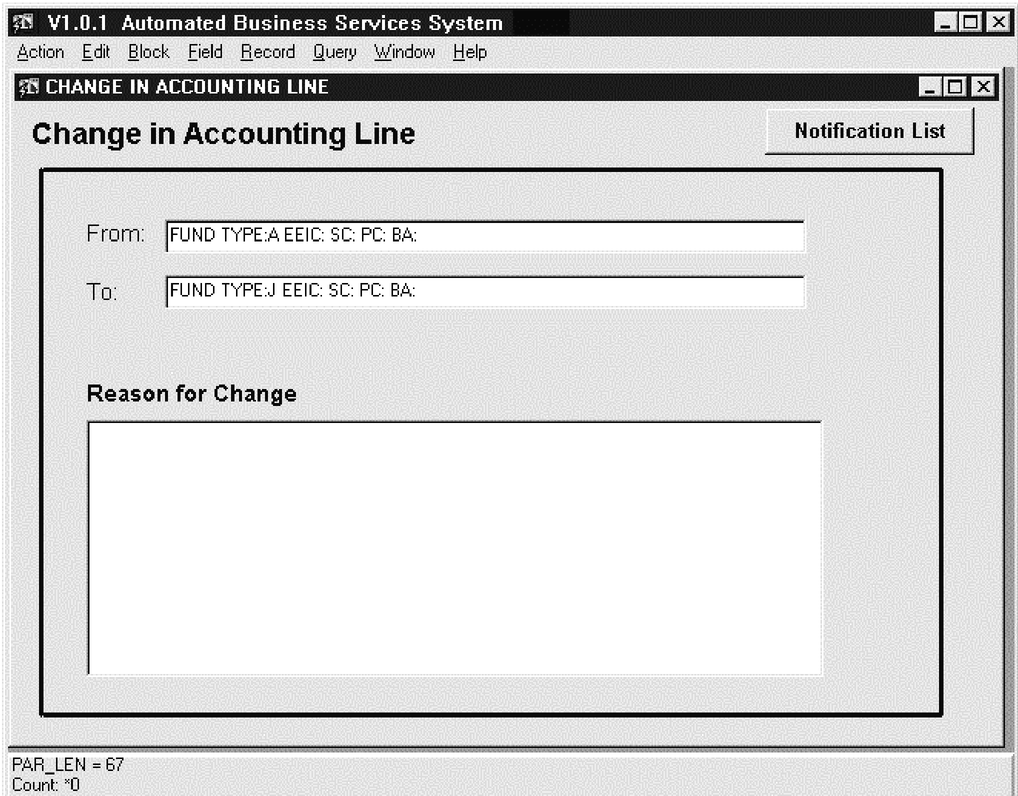

Figure 10. Change in Accounting Line Window

5. Click the **Notification List** button to access the **Email Notification List** window (Figure 11). Click in the check box next to an individual's name to send an e-mail concerning this action to them. At least one individual **must** be selected.
6. Click the **Send Email** button and the **Ok** button in the dialog boxes to return to the fund type's Accounting Classification Form**.**

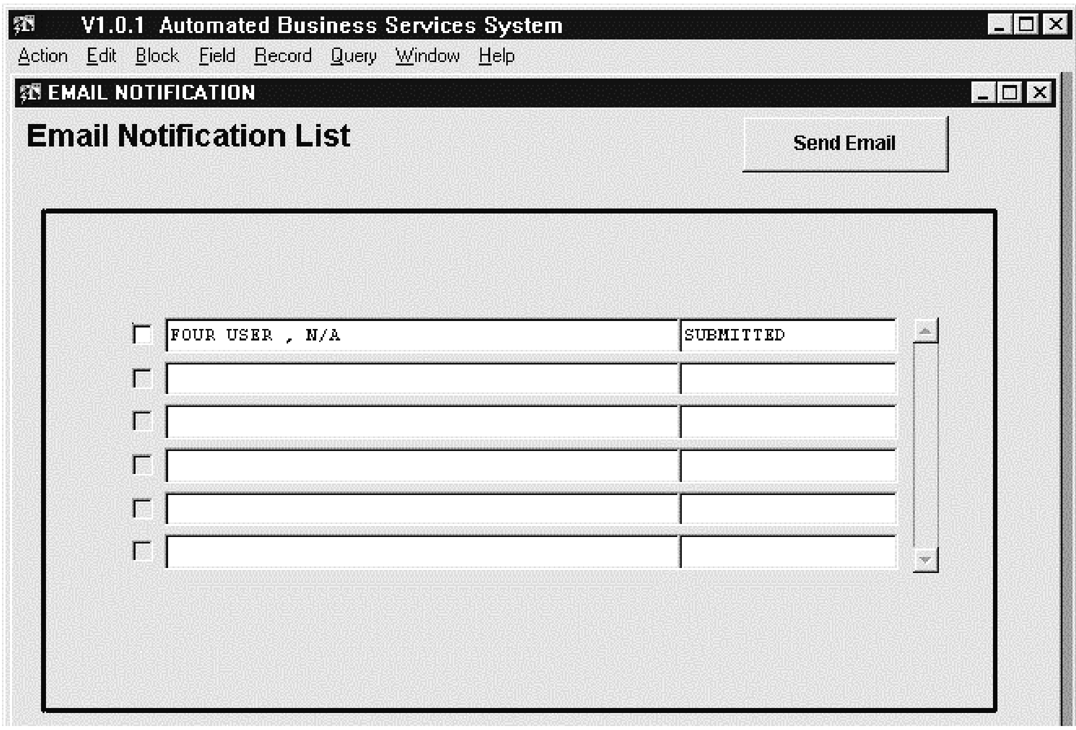

Figure 11. Email Notification List Window

4.2 Changing the Fund Type

1. To access the **Fund Type Selection** window (Figure 8), click the **Modify Accounting Class** button in the upper right corner of the **Accounting Class View** sub-window (Figure 4).
2. To select a current fund type, click the appropriate radio button in the **Fund Type Selection** window. The Accounting Classification Form for that fund type is displayed (Figure 9).
3. Click the **Change Fund Type** button to access the **Change Fund Type** window.
4. Select a new fund type by clicking the appropriate radio button in the **Change Fund Type** window.

Note: When reviewing documents with more that one current fund type, click the Fund Type button on the document's fund type Accounting Classification Form to return directly to the Fund Type Selection window. Click any current fund type to toggle directly to it.

5. Ensure the information on the fund type's Accounting Classification Form is correct. Click the **Return** button.
6. Click the **YES** button in the dialog box to save the change and enter a **Reason for Change** note when the **Change in Accounting Line** window appears. Send a notification e-mail as described in Section 4.1.
7. If the changes are **not** saved, you will return to the **Approval Query** window.
8. Click **OK** to confirm the action. The **Approval Query** window will appear with the updated fund type information.

5.0 External Routing

Everyone in the authorization list of a document (*except the drafter*) may submit a coordination request to one or more external agencies for approval. This coordination request may be sent by e-mail simultaneously to multiple external agencies at any step in the document's authorization process. External routing is accessed using the **External Routing** button in the **Approval Query** window. The document can only be approved by external agencies when it is in external coordination.

Once a document is submitted to an external agency for review, the sender can not create any further action on the document until all agencies have responded with an approval or disapproval. This precludes the document from being sent to a second list of agencies simultaneously. The **External Routing** button, as well as all other action buttons, is disabled until the document is returned.

When a document is submitted to an external agency for review, the document status is changed to **IN_EXTERNAL** and remains that way **until all agencies have taken action**. At that point the status changes to either:

- **EXT_APPROVED** if ALL agencies approve or
- **EXT_DISAPPROVED** if one or more agencies disapprove

Once the document has been approved by all the selected external agencies, the sender will be notified by e-mail and the document can then be processed through a normal flow. If the document is disapproved after the external coordination, the external coordination remains in the document.

Any individual in an organization can view the **Signatures** window using the **Sign** button in the **Query** or **Approval Query** windows to verify that external coordination has been accomplished.

5.1 Supplemental External Routing Facts

- Agencies identified for external approval appear in the **Signature Block** sub-window. Before an agency representative approves the document, **PENDING** appears in the **Name** field for that agency. After the document is approved, the Approver's name will appear in the **Name** field. If the document is disapproved, **RETURNED** will appear in the **Name** field for that agency.

- Once an agency has been identified for external review, the signature block of that agency remains visible on the **Signature Block** sub-window regardless of further action taken on the document: ***Exception:*** *when a document has been disapproved back to **DRAFT** status*. When a document has been disapproved back to **DRAFT** status, all agencies and Approving Officials are removed until a new approval routing has been selected. Any external approvals previously given will have to be resubmitted for signatures in order for the agency signature block to appear.

➢ A message window will alert the sender when a document has been sent for external approval more than once. The message will identify the agencies in the original list and query the user to send or to not send the document to that agency again. If the user elects to **resend**, the **Name** field in the **Signature Block** sub-window will revert to **PENDING** until an approval or disapproval action is taken. If the user elects **not** to **resend**, the text in the **Name** field will be retained as a result of the original action (Approver's name for an approval, **RETURNED** for a disapproval).

5.2 Accessing External Routing

1. Click the **External Routing** button on the **Approval Query** window (see Figure 4) to access the **External Agencies** window (Figure 12).
2. Click the box to the left of the agency to select it.
3. If desired, click the **Auth List** button to view the authorizing officials for that agency. Click the **Return** button to return to the **External Agencies** window.
4. Click the **Route** button.
5. Click **OK** to acknowledge the action.

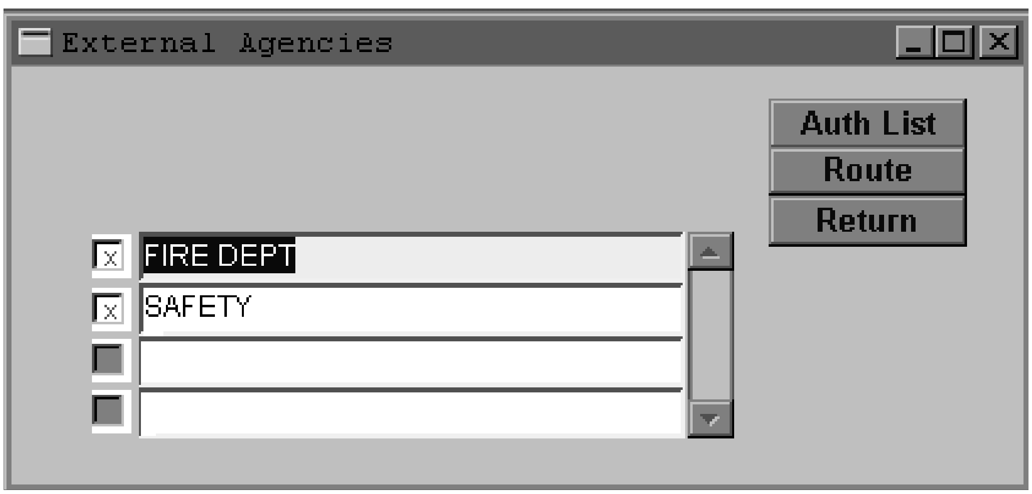

Figure 12. External Agencies Window

6.0 Alternate Routing

Alternate routing allows a designated user (one user per flow) to reroute a document after it has been submitted.

Note: Routing flows are set up and maintained by your resident Module Manager.

6.1 Accessing Alternate Routing

1. In the **Approval Query** window, select the form you want to approve.
2. Click the **Approve** button in the **Accounting Class View** sub-window.

*Note: If you are approving at a level that allows for alternate routing, the **Routing Lists** window will display (Figure 13). The **Routing Lists** window shows the alternate routes that have been defined for the authorization list in which the form was submitted (the form in Figure 13, was submitted for "RCCC 123456, as identified by the values that appear in the **List Type** and **Code** fields).*

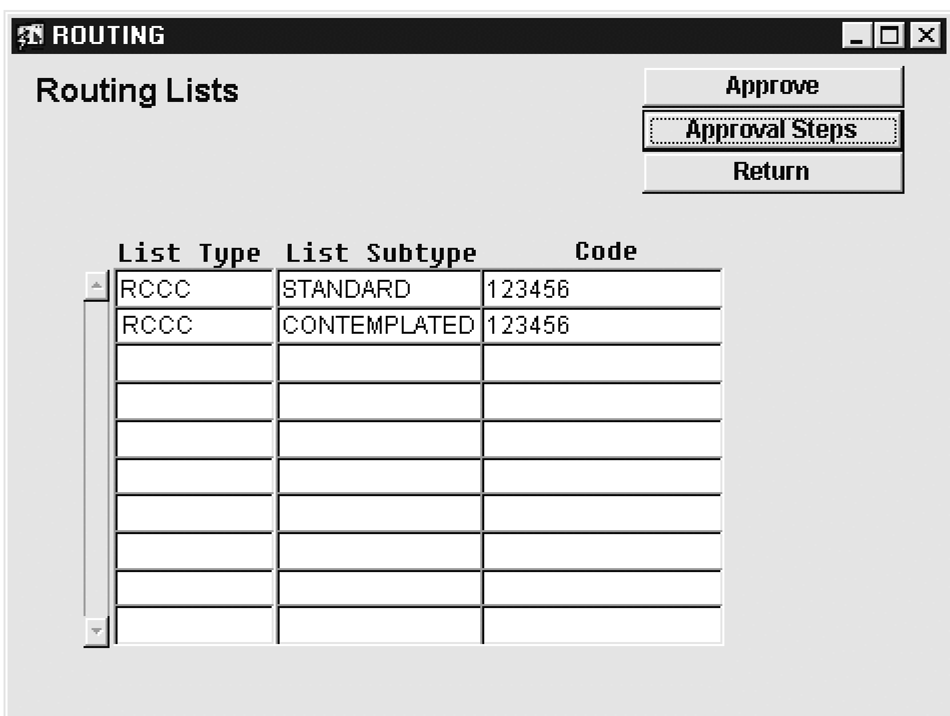

Figure 13. Routing Lists Window

3. Click the alternate route for the form to follow when approved.

4. Once you have selected the alternate route you want the form to follow, click the **Approve** button to approve the form. A dialog box will appear indicating ABSS has approved the form.
5. Click the **OK** button to acknowledge the message. ABSS will return to the **Approval Query** window.

7.0 Matching Line Items to Accounting Lines

7.1 Matching Line Items to Accounting Lines

1. Select a document from the **Approval Query** window.
2. Click the **Match Line Item to Acct Line** button to access the **Line Items/Accounting Lines** window (Figure 14).
3. Look for unmatched line items.
4. Match each line item to an accounting line by typing a two-character designator in the **Suffix** field. Then, type the same designator in the corresponding ACRN field in the **Accounting Line** sub-window.

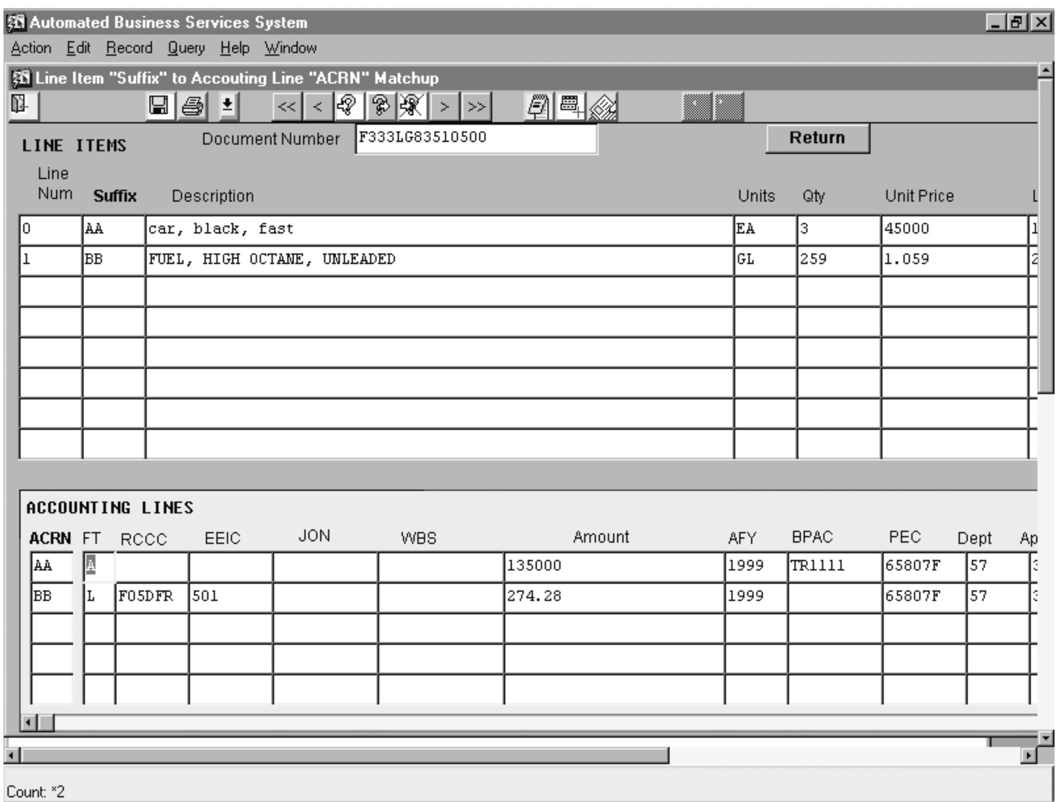

Figure 14. Line Item s/Accounting Lines Window

8.0 Approving the Document

Approve a document from the **Approval Query** window. When the document is approved, ABSS automatically sends a request for action e-mail message to the next Approving Official in the document's authorization flow.

8.1 How to Approve a Document

1. Click the **Approve** or the **Approve and Print** button in the **Approval Query** window (Figure 4).
2. Click **OK** in the dialog box to confirm the action or acknowledge error prompts indicating that the document is not ready for approval.

An electronic facsimile of a signature is applied at the certification level. Only those individuals with the authority to sign will have the electronic signature privilege.

8.2 MART Validation for FSR and PSR

ABSS performs a routine to extract the correct FSR and PSR values from the GAFS "PSR" table each time an accounting line is saved. This routine is called MART Validation and will activate whenever a user enters accounting line data for a selected fund type/fund code combination. If the MART validation routine cannot find a valid FSR/PSR, then the FSR and PSR fields will be left blank. The message in Figure 15 will appear for Resource Advisors and Certifying Officers when an accounting line is entered or updated and an FSR/PSR pair is not retrieved.

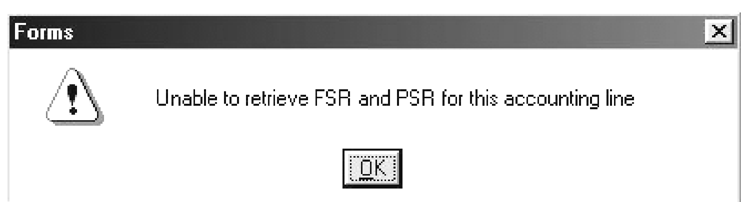

Figure 15. Failed Retrieval Message

The FSR and PSR fields will allow manual data entry, however. If a Certifying Official enters an FSR or PSR and ABSS either cannot find a valid FSR/PSR or retrieves a pair that is different from the manually entered data, then ABSS will offer the user the option of keeping the manually entered data or the retrieved data. (See Figures 16 and 17 for sample option messages.)

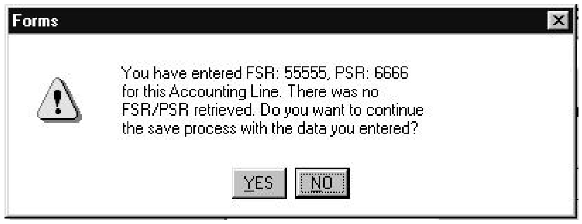

Figure 16. Sample message when ABSS cannot find a match

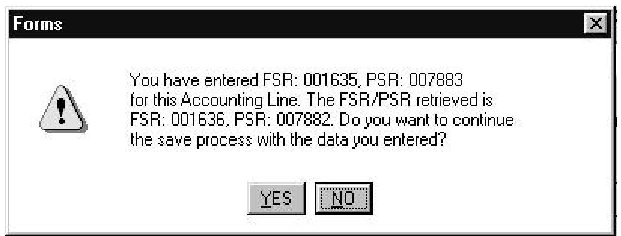

Figure 17. Sample message when ABSS finds a pair different from the user's.

If you believe you have entered a valid accounting line and ABSS does not return an FSR/PSR pair, you should research the official FSR/PSR address list to determine if the line you entered is valid. If your accounting line is new, then you must request that an FSR and PSR address be built in GAFS. The override feature described above is intended to allow a valid accounting line to be created and committed even if the full FSR/PSR address has not yet been inserted in the "PSR" table via the nightly batch processing. Be sure the data you have entered is complete and correct, however, before using the override feature. The inability of ABSS to find a match will usually be caused by incorrect data in the accounting line.

The data elements used to check for valid accounting lines are shown in the following table. All data elements must match before ABSS can retrieve an FSR and PSR.

Note: If the system retrieves multiple FSR and PSR records, then the record with the smallest PSR number is used.

Data Element	**Fund Type**						
	A	**B**	**C**	**E**	**J**	**L**	**M**
Fund Code	X	X	X	X	X	X	X
AFY	X	X	X	X	X	X	X
OFY	X	X				X	
BPAC	X	X	X		X		
FMSCASE				X			
RCCC	X	X	X	X		X	X
EEIC	X	X	X	X	X	X	X
PEC	X	X	X	X	X		
DODFC						X	X
BA/MFP						X	X
MPC			X	X			
CSN	X		X		X	X	X
SC	X	X	X	X	X	X	X
ESP	X	X	X	X		X	
PC_SMA	X	X	X	X	X	X	X
TV	X	X	X	X	X	X	X
OBAN	X	X	X	X	X	X	X
FMS				X			
CSI	X	X	X	X		X	
CD	X	X				X	
AG/SAG						X	X

The following notes explain some of the field-specific logic used in the above table.

1. For fund type B, when a value is entered in the ABSS BAAN, the BAAN value is compared to the GAFS EEIC, and the ABSS BPAC is not used in the validation. If there is no ABSS BAAN, then the ABSS BPAC is compared to the GAFS BPAC.
2. For fund type C, when an ABSS MPC is entered, then the MPC is compared to the GAFS EEIC. If no ABSS MPC is entered, then the ABSS EEIC is compared to the GAFS EEIC.
3. For fund type E, the ABSS FMS CASE is compared to the GAFS BPAC. When an ABSS MPC is entered, then the MPC is compared to the GAFS EEIC. If no ABSS MPC is entered, then the ABSS EEIC is compared to the GAFS EEIC. Also, when an 'X' is entered in the fourth position of the ABSS FY, it is converted to a blank before it is compared to the GAFS FY.
4. For all fund types, when comparing the CSI and CD, ABSS looks for the CSI in the first position of the GAFS CSN field and the CD in the second position of the GAFS CSN field. You can enter a CSI without a CD, but you must have a CSI when using a CD.

9.0 Disapproving the Document

Disapproving a document is accomplished from the **Approval Query** window. ABSS requires the disapproving official to enter a note regarding the disapproval. Users may access notes relating to the document from a variety of locations within ABSS.

9.1 How to Disapprove a Document

1. Click the **Disapprove** button in the **Approval Query** window (see Figure 4).
2. The **DISAPPROVE** window (Figure 17) will appear listing all completed approval steps.
3. Select the approval level to which you want the document returned, then click the **Disapprove** button at the bottom of the window.

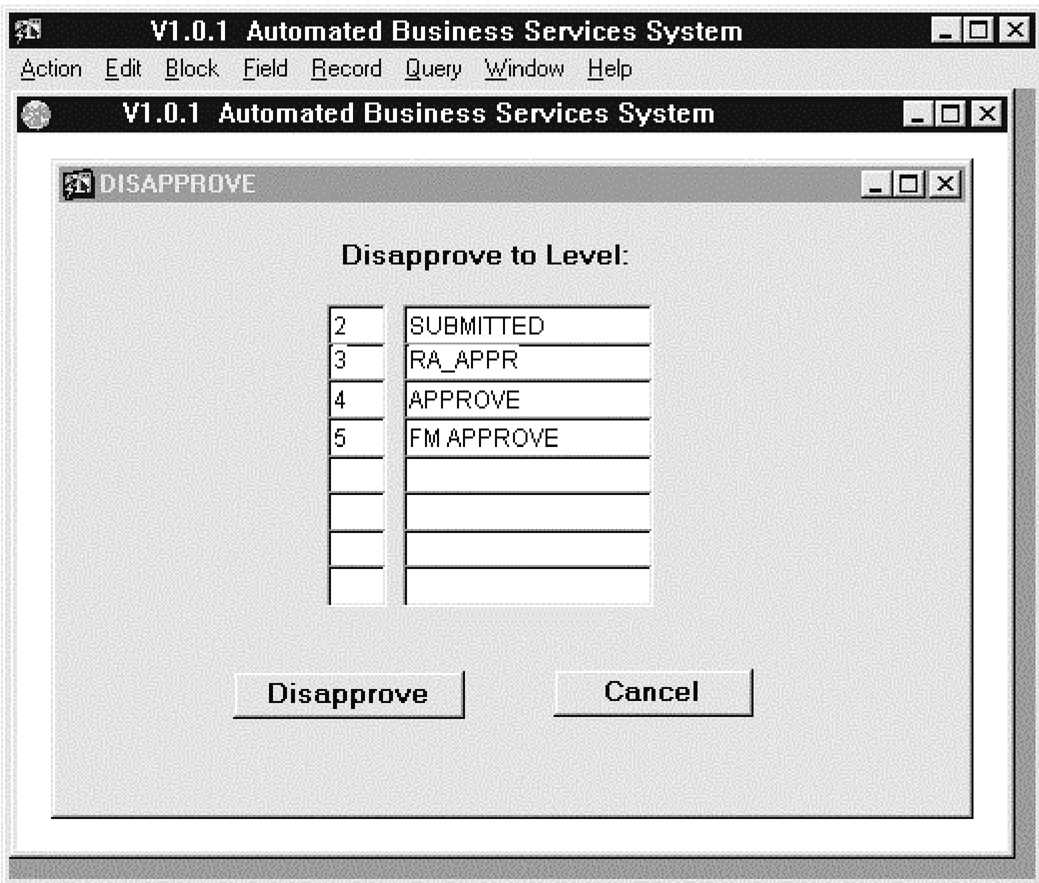

Figure 18. DISAPPROVE Window

4. In the **Disapproval Note** window (Figure 18), enter a reason for disapproval in the **Comments** field.
5. Click the **Return** button to access the **Email Notification List** window (Figure 19).

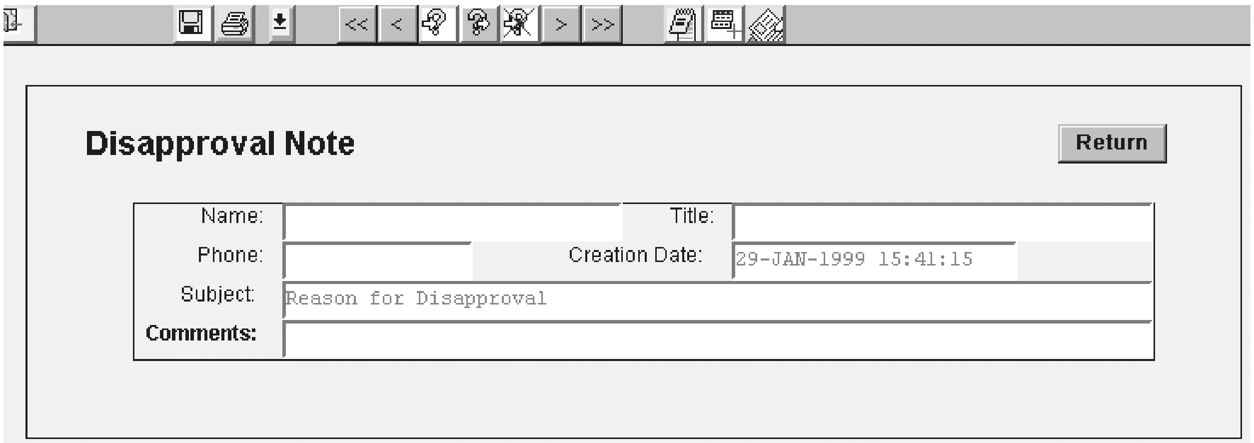

Figure 19. Disapproval Note Window

6. Select the boxes to the left of all the individuals to receive the disapproval notification note as required. Sending at least one disapproval note E-mail message is **MANDATORY**.
7. Click the **Send E-mail** button.

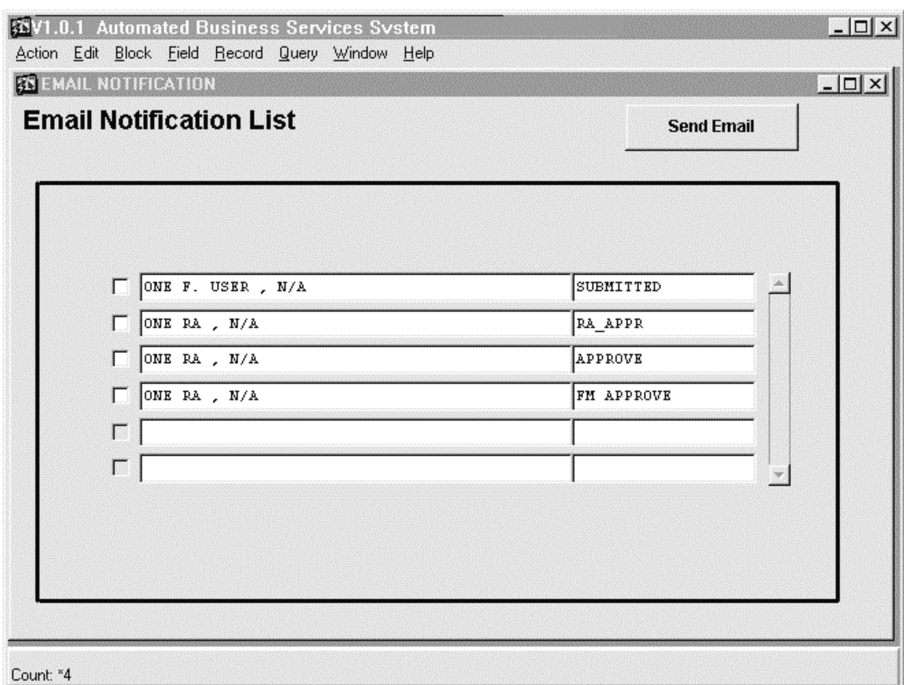

Figure 20. E-mail Notification List Window

8. Click **OK** in the subsequent information windows to confirm the action.

All of the selected individuals will receive an e-mail message regarding the disapproval. The form status is then returned to the selected disapproval level and all approval signatures will be removed. The Signature History table will retain a list of all approving and disapproving signatures. Approval routing will need to be re-accomplished once the change/correction to the document has been made and the form has been re-submitted.

10.0 GAFS Download - Reconciling Unresolved Documents

The GAFS reconciliation process provides the user (the Resource Advisor only) with the ability to manually link, create, or delete unresolved documents that have been downloaded from GAFS, on a nightly basis, but did not link through the automated nightly process.

10.1 How to Reconcile GAFS-Based Documents with ABSS Documents

1. Log into ABSS and select the **Financial Transaction** option from the **Business** drop-down menu. The Financial Transactions Module window will appear (Figure 20).

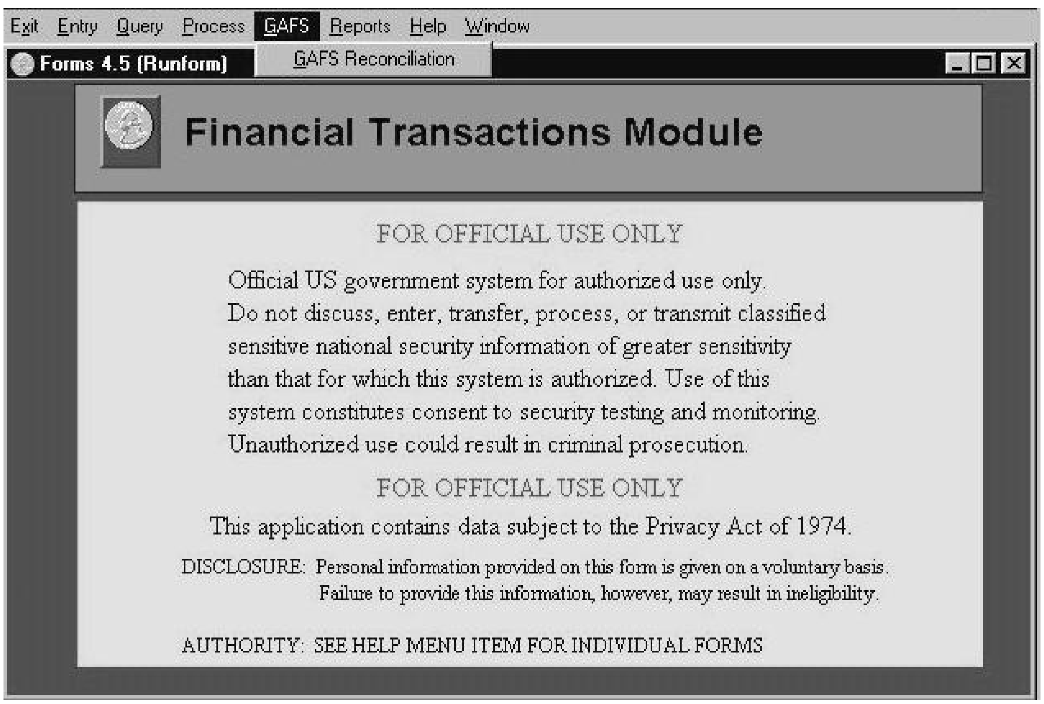

Figure 21. Financial Transactions Window

2. Click the **GAFS** menu option followed by the **GAFS Reconciliation** sub-menu option. A split sub-form will appear (Figure 21) to link any unresolved GAFS documents with ABSS related documents.

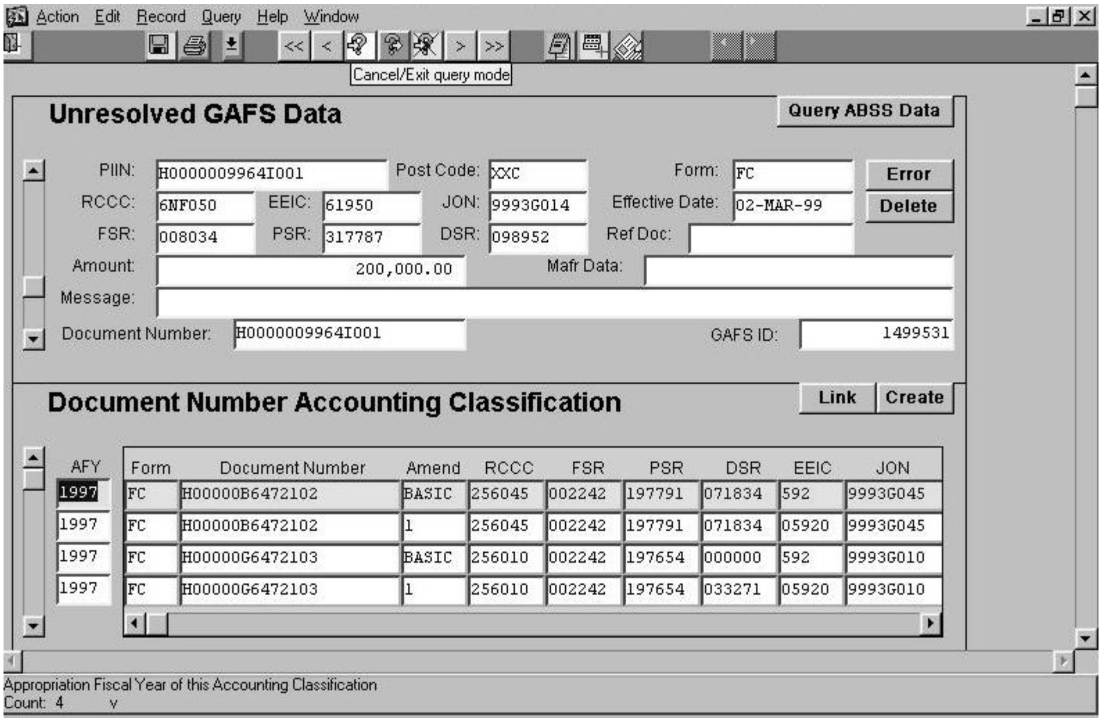

Figure 22. Unresolved GAFS Data Window (Generic Queries)

The top portion of the form, **Unresolved GAFS Data**, will be used to query and select unresolved GAFS documents to be linked or deleted from the system. The bottom portion of the form, **Document Number Accounting Classification** is used to query and display the user's ABSS documents that are accessible for linking. Initially the upper and lower sections of the form will be blank (no data will be displayed in either the **Unresolved GAFS Data** or the **Document Number Accounting Classification** sub-window). The result of performing generic queries in each of the sub-windows is shown in Figure 21.

The type of data that will appear in either of the sub-windows is based on the query criteria entered. To perform a generic query, click the **Query** icon on the menu bar. A generic query in the upper sub-window will return all procurement documents created by your agency as well as all contract documents created by any agency in your ILC. A subset of the ABSS or GAFS data can be queried by entering specific criteria in any of the fields in either of the sub-windows.

For example, if you wish to link a GAFS unresolved AF Form 9 document to an ABSS AF Form 9 document, you need to perform two queries. Enter the form type in the **Form** column of one of the sub-windows and execute a query for that window. Repeat this procedure for the other sub-window using the same form type. The **Query ABSS Data** button in the **Unresolved GAFS Data** sub-window allows a user to quickly perform a generic query in both sub-windows without having to move the cursor. Perform a generic ABSS data query by clicking the **Query ABSS Data** button twice: the first time to move the cursor and the second time to perform the query. To selectively query ABSS documents using the **Query ABSS Data** button, click the button once. Enter your selection criteria in the appropriate field, and then click the button again. The selected query will return only the records of interest.

Documents/contracts linked or created via the reconciliation process can be viewed from within the GAFS query window. Refer to Appendix K ABSS Interfaces for information on viewing linked or created GAFS documents/contracts.

10.2 Linking a GAFS Document/Contract to an ABSS Document

Clicking the **Link** button will link a GAFS document/contract that is displayed in the **Unresolved GAFS Data** sub-window to an ABSS document that is highlighted in the **Document Number Accounting Classification** sub-window. During the linking process, the linking status will be displayed. When the GAFS document/contract successfully links to the selected ABSS document, it will be removed from the **Unresolved GAFS Data** sub-window. However, an error message will display if an error occurred during the linking process. If an error occurs, the linking process will be terminated and the GAFS document/contract will be kept as an unresolved GAFS data item.

10.3 Creating a Pseudo Document in ABSS

A pseudo document can be created in ABSS for the GAFS document of interest, should no ABSS documents exist to link the desired GAFS document against. To create a pseudo ABSS document perform the following steps:

1. From the **GAFS Document Query** window, select the GAFS document in the **Unresolved GAFS Data** sub-window.

2. Click the **Create** button located in the upper right half of the **Document Number Accounting Classification** sub-window. The **Create ABSS Transaction** window will appear (Figure 22). This window displays fields containing the **form type** of the document to be created, the **Document number**, and a work breakdown structure (**WBS**) if available. The user may enter a reason for the form's creation in the **Purpose** field.

*Note: When a pseudo document is created, selected, or queried in the **Query** window, the **Print** icon on the menu bar at the top of the window, as well as the **File, Note, Sign,** and **Supplemental Files** buttons in the upper portion of the window will be disabled and appear light gray in color.*

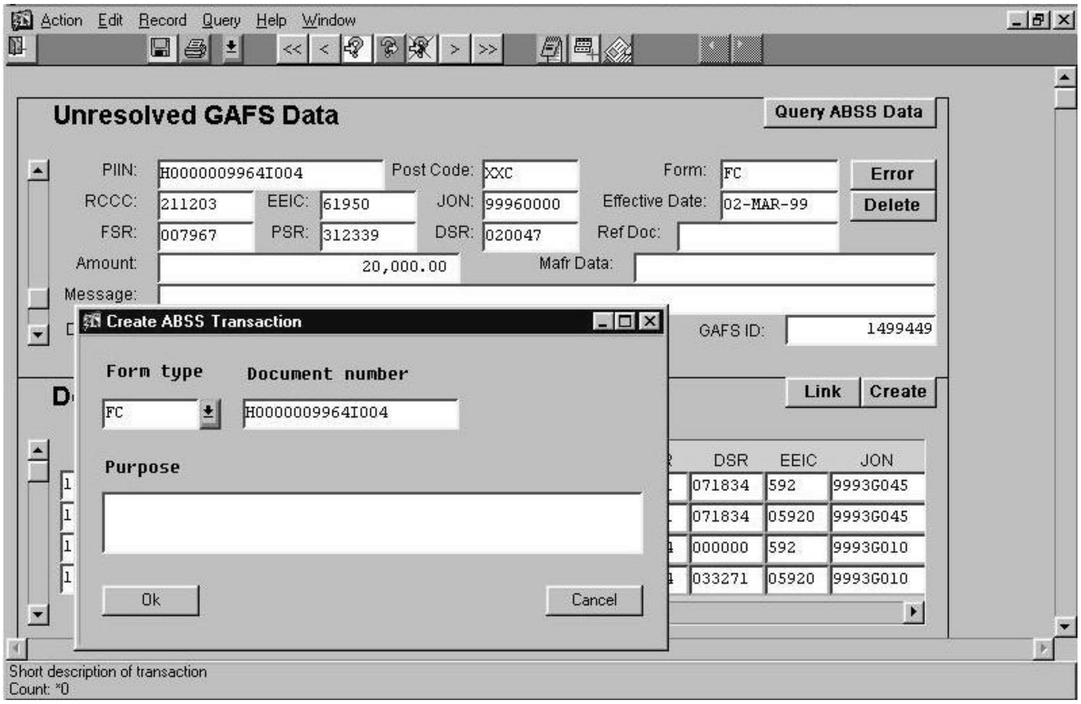

Figure 23. Create ABSS Transaction

Should the selected GAFS document not have a definable form type displayed in the **Form type** field of the **Create ABSS Transaction** window or one that is defined as unknown (**UNK**), select one from the field's **List of Value** options. Once a valid **Form type** has been entered, click the **Ok** button to continue creating the document.

Note: To terminate the creation of the document, click the ***Cancel*** *button. If you choose to* ***Cancel****, you will be returned to the* ***Unresolved GAFS Data/Document Number Accounting Classification*** *window.*

10.4 Deleting a GAFS Document/Contract

A **Delete** button has been provided in the **Unresolved GAFS Data** sub-window to aid in managing the GAFS unresolved data. This button allows the user to remove any invalid GAFS unresolved documents/contracts. To remove an unresolved GAFS document and/or contract from the **Unresolved GAFS Data** list, select the document/contract of interest, then click the **Delete** button. The document/contract will be removed from the list and placed into a holding table. To reactivate the deleted document/contract, contact the Help Desk personnel or your local DBA.

10.5 Error Messaging

The **Error** button, located in the **Unresolved GAFS Data** sub-window, can be used to tag a GAFS document/contract with an error or warning notice, perhaps identifying additional research is required. The error message will be displayed in the message field of the **Unresolved GAFS Data** sub-window.